

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

National Renewable Energy Laboratory

2. MAJOR SUBDIVISION

Communications and Public Affairs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Laura Michael

5. TELEPHONE

303-275-4160

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-43400-3

DATE RECEIVED

1/7/00

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

6-15-01

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;

is attached; or

has been requested.

DATE

12/13/1999

SIGNATURE OF AGENCY REPRESENTATIVE

Laura Michael

TITLE

Records Program Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>Web Management Records</u></p> <p>Record Series: Guidance Documents</p> <p>Description: Editorial guidelines and recommended practices for NREL-developed Web sites which are not included in the official set of NREL policies and procedures. These include, but are not limited to, records that describe style, content, posting processes, design principles, acceptable use of the NREL name and logo, technical standards, access control, quality assurance, and records management control.</p> <p>Instructions: Destroy when superseded or obsolete.</p>		
2.	<p>Record Series: Web Administration Files</p> <p>Description: Correspondence, reports, meeting minutes, and studies relating to the overall development, construction, and management of NREL Web sites, or those used to explain, illustrate, or govern how the sites (or any of their components) are administered. These include, but are not limited to, strategic plans, annual reports, funding letters, and budget reports.</p> <p>Instructions: Destroy when 10 years old.</p>		

Jan 6/15/01

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3.	<p><u>Web Site Technical Operations Records</u></p> <p>Record Series: System Software</p> <p>Description: Software used to create and maintain the site and support specific applications.</p> <p>a. Software applications used to place the site online ("server software") and server environment configuration specifications.</p> <p>b. Software configuration files used to operate the site and establish its "look and feel" including scripts and applets.</p> <p>c. Documentation relating to software applications, including system specifications, files specifications, data dictionaries, record layouts, user guides, and output specifications.</p> <p>d. Analysis of off-the-shelf commercial products and description of any customization.</p> <p>Instructions:</p> <p>a. Destroy when superseded by routine software updates or when system is removed from service, whichever is sooner.</p> <p>b. Destroy when superseded by routine software updates or when system is removed from service, whichever is sooner.</p> <p>c. Destroy or delete when superseded or obsolete.</p> <p>d. Destroy 5 years after completion of analysis.</p> <p><u>Web Site Production and Project Management Records</u></p>		
4.	<p>Record Series: Web Site Management and Design Files</p> <p>Description: Records that relate to the management of a Web site, including significant correspondence (email and hard copy), notes from page design meetings, draft versions of the site, reports, site change documentation, purchase orders, cost reports and all other aspects of Web site management not covered elsewhere in this schedule.</p> <p>Instructions: Cut off annually. Destroy or delete 3 years after cutoff or 1 year following removal of site, whichever is earlier.</p>		

Withdrawn

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5.	<p>Record Series: Web Records Inventory Form/ Historical Log</p> <p>Description: This form is used to document aspects of the Web site pertinent to the records management function and serves as a historical log for the site. It documents the following information:</p> <ol style="list-style-type: none"> 1. Contact information 2. Web site name and full URL 3. Date site was posted on the Web. 4. Date site was removed from the Web. 5. Design and graphic information. 6. File formats 7. Programming/scripting languages 8. Interfaces to databases 9. Site contents 10. Archival storage location 11. Access restrictions 12. Site description 13. Originality of information 14. Review confirmation <p>Instructions: Permanent. Cut off annually. Offer to NARA after 25 years.</p>		
6.	<p>Record Series: Graphics</p> <p>Description:</p> <ol style="list-style-type: none"> a. Graphic design drafts. b. Stock graphic images. <p>Instructions:</p> <ol style="list-style-type: none"> a. Destroy or delete when no longer needed. b. Destroy or delete when no longer needed. 		
7.	<p>Record Series: Legal Reviews and Approvals</p> <p>Description: Sign-offs, legal clearances and copyright releases specific to a Web site.</p> <p>Instructions: Permanent. Cut off annually. Offer to NARA after 25 years.</p>		

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8.	<p>Record Series: Access/User Statistics</p> <p>Description: This information may be used to track customer interest and monitor site traffic.</p> <p>a. Access statistics including "hits" and number of unique users.</p> <p>b. User information collected from user feedback forms, including, but not limited to: name, organization, email addresses, and areas of interest.</p> <p>Instructions:</p> <p>a. Retain for 2 years following removal of the site.</p> <p>b. Destroy or delete when no longer needed for reference.</p>		
9.	<p>Record Series: Work Orders/Recharges</p> <p>Instructions: Destroy when 2 years old.</p>		
10.	<p>Record Series: User Requests/Inquiries</p> <p>Description:</p> <p>a. Routine requests for information and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply, excluding inquiries covered under item c.</p> <p>b. Requests for information and copies of replies which require research or compilation of information to formulate an appropriate response.</p> <p>c. Frequently asked questions (FAQs) and responses.</p> <p>Instructions:</p> <p>a. Destroy when 3 months old</p> <p>b. Destroy when 2 years old.</p> <p>c. Retain one reference copy of question and response until no longer needed.</p>	GRS 14-1	

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11.	<p>Record Series: User Feedback</p> <p>Description:</p> <p>a. Letters of commendation, complaint, criticism, suggestion, or other feedback, and copies of replies, on which no investigation or action was taken.</p> <p>b. Letters of commendation, complaint, criticism, suggestion, or other feedback, and copies of replies, on which investigations were made and/or action was taken.</p> <p>Instructions:</p> <p>a. Destroy when 3 months old.</p> <p>b. Retain until removal of the site from the Web, following a major redesign, or when 2 years old, whichever is earlier.</p>	GRS 14-5	
12.	<p>Record Series: Superseded Versions of the Site</p> <p>Description:</p> <p>a. Following minor changes such as routine maintenance and calendar or news updates.</p> <p>b. Following major changes in design or information architecture.</p> <p>Instructions:</p> <p>a. Destroy upon completion of changes.</p> <p>b. Follow disposition instructions for "Site Content"</p>		

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12.	<u>Web Site Content Records</u>		
13.	<p>Record Series: Site Content</p> <p>Description:</p> <ul style="list-style-type: none"> a. Annual snapshot of all NREL Web sites, by server. b. Sites deemed to have long term value. Include, but are not limited to: Laboratory or DOE umbrella sites (e.g., EREN, NREL, and The Source); DOE/EE initiative sites; NREL/DOE program sites; Laboratory R&D sites; and on-line conference proceedings. c. One-time sites with a limited shelf life which only exist in an electronic format. d. Sites deemed to have short term value. Include, but are not limited to calendars, conference-based sites, features, and news. e. Interactive applications such as chat and bulletin boards. f. Site user aids. <p>Instructions:</p> <ul style="list-style-type: none"> a. Permanent. Offer to NARA when 25 years old. b. Archive with historical log documentation upon removal, redesign, or changes in information architecture. Destroy after 25 years. c. Archive upon removal with historical log documentation. Destroy after 10 years. d. Destroy upon removal. e. Destroy or delete when 3 months old. f. Destroy when superseded or upon termination of the site, whichever is sooner. 		

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14.	<p>Record Series: Electronic Mail and Word Processing System Copies</p> <p>Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Instructions:</p> <p>a. Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Destroy/delete when dissemination, revision, or updating is completed.</p>		

Withdrawn